



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, September 8, 2025

6:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

- 1. 6:05 PM APPROVAL OF MINUTES: (*Strategic Plan: DS1*)**
 - a) Work Session Minutes of 08.25.25
 - b) Regular Session Minutes of 08.25.25
- 2. 6:10 PM PROCLAMATION(S):**
 - a) Proclamation 2025-11: National Preparedness Month – Mayor Zack Tyndall
(*Strategic Plan: DS2, AS4*)
- 3. 6:15 PM ITEM(S) FOR APPROVAL:**

A public comment period will now be offered after discussion by the Mayor and Council for each Item For Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.

 - a) Motion 2025-53: MOU Approval for RecoveryWorks Berlin with Hope 4 Recovery and Worcester Goes Purple – Mayor Zack Tyndall (*Strategic Plan: DS1; DS4*)
 - b) Motion 2025-54: Declaration of Surplus Property – Chief of Police Arnold Downing
(*Strategic Plan: DS2, AS1*)
 - c) Motion 2025-55: Approve New Well Test Site, Somerset Drilling – Davis, Bowen, & Friedel, Inc. Nicholas Bradley & Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)
- 4. 6:45 PM PRESENTATION:** West Street Overall Project – Davis, Bowen, & Friedel, Inc. Nicholas Bradley & Director of Water Resources Jamey Latchum (*Strategic Plan: DS3, AS3*)
- 5. 7:15 PM ANNOUNCEMENT:** Reconnecting Communities and Neighborhoods Grant Poll Vote: Alternative Funding Source – Mayor Zack Tyndall (*Strategic Plan: DS5, AS2*)
- 6. 7:20 PM REPORTS:** Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS3; DS4*)
- 7. 7:30 PM COMMENTS FROM THE PUBLIC (*Strategic Plan: DS4; DS5*)**

Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes, or as determined by the Mayor. Please state your name, street, and the subject you wish to address.
- 8. 7:40 PM COMMENTS FROM THE COUNCIL**
- 9. 7:50 PM COMMENTS FROM THE MAYOR**
 - a) Comments from the Mayor’s Executive Assistant – Executive Assistant Sara Gorfinkel
 - b) Comments from the Mayor – Mayor Zack Tyndall
- 10. 7:55 PM COMMENTS FROM THE PRESS**
- 11. 8:00 PM ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet and Strategic Plan. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.



**BERLIN MAYOR AND COUNCIL****Meeting Minutes****Monday, August 25, 2025****5:00 PM WORK SESSION – Berlin Town Hall Council Chambers**

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green, and Jack Orris.

Absent: Councilmembers Jay Knerr and Shaneka Nichols.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Economic & Community Development Director Ivy Wells, Mayor's Executive Administrative Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

Mayor Zackery Tyndall called the meeting to order at approximately 5:02 PM.

Mayor Tyndall reviewed the Staff Report prepared by Economic and Community Development Director Ivy Wells, summarizing a stakeholder meeting with Ms. Wells, Administrative Assistant and Event Coordinator Allison Early, Chamber of Commerce representative David Fitzgerald, Dr. Melissa Reid of the Taylor House Museum, and Lisa Challenger of the Beach to Bay Heritage Area. The meeting focused on potential future uses for 14 S. Main Street, the Berlin Welcome Center.

Dr. Reid and Ms. Challenger proposed establishing a Regional Cultural Center operated by local non-profits and museums, incorporating space rentals, visitor services, and shared staffing. Concerns were raised regarding flooding and structural issues, with grants suggested as a possible funding source. Potential partners identified included the Taylor House Museum, Beach to Bay Heritage Area, Worcester County/Maryland's Coast, the Germantown School, We Heart Berlin, and Radio Free Berlin. The Town purchased the building on March 7, 2011, for \$357,500 with assistance from a Community Legacy Grant, and Town-financed improvements were noted. Current value is estimated between \$500,000 and \$700,000 with a lease potential of \$2,500–\$4,500 per month.

Councilmember Green asked if the original grant would need to be repaid in the event of a sale. Ms. Carol Rose, Historic District Commission, stated she believed repayment would be required. Vice President Burrell inquired about the timeline for Town Hall renovations, and Mayor Tyndall responded that renovations are scheduled to begin in December, with the Welcome Center emptied after Labor Day to allow storage of Town Hall items.

Vice President Burrell expressed that discussion of the Welcome Center's long-term future was premature, a sentiment Mayor Tyndall echoed, noting staff had previously raised similar concerns. Councilmember Orris, however, stressed the importance of addressing these questions now rather than deferring them.

Public comment was then received. Ms. Challenger and Dr. Reid presented their proposal to repurpose the building as a multi-use community hub and cultural heritage interpretive center, emphasizing its potential to strengthen partnerships, create an anchor destination on Main Street, and serve as a

cultural gathering place. Volunteer Mr. Mike Wiley spoke about the Ambassador Program and the importance of the Welcome Center to visitors. Councilmember Green asked about the importance of the Main Street location. Mayor Tyndall noted proximity supported staffing efficiency while also reducing bus congestion on Main Street. Alternative bus locations were discussed, including St. Paul's parking lot and an existing transit stop.

Dr. Reid emphasized the cultural value of the project, clarifying that the intent was not for the building to sustain itself financially but to enhance quality of life. Mayor Tyndall questioned how the proposed Cultural Center would differ from the Taylor House Museum, the planned Community Center, and the existing Welcome Center. Ms. Challenger explained it would provide a broader regional perspective. Dr. Reid added that the Taylor House Museum was seasonal and lacked sufficient exhibit space.

Ms. Rose opposed selling the building, urging the Council to dismiss that option, while Commissioner Diana Purnell, Berlin resident, highlighted the importance of a central voice and location for Berlin as a whole. Ms. Helen Wiley, Berlin resident, encouraged keeping the Welcome Center, citing its importance and the Town's investment.

Councilmember Orris asked Ms. Wells for her perspective as a Berlin resident. She noted the building currently functions largely as storage for the Town and Taylor House Museum, but believed the Town should not sell it as it was an asset to the Town. Mayor Tyndall noted that storage was already accounted for in plans for the new Public Works Facility. Ms. Bohlen noted that it would be prudent to do an assessment of the building before making any final decisions.

Councilmembers expressed appreciation for public input. Vice President Burrell reiterated his view that it was too early to make a decision. He also thanked those who spoke and Mr. Wiley for his time. Councilmember Green was pleased with public engagement and emphasized that all options remain open, while asking about a future timeline. Mayor Tyndall was hesitant to set a firm date due to uncertainties with the Town Hall renovation, but requested Dr. Reid and Ms. Challenger identify viable funding sources, with plans to revisit the proposal in summer 2026.

The Work Session of the Mayor and Council closed at 6:02 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Laura Brown', with a stylized, cursive script.

Laura Brown
Administrative Assistant



BERLIN MAYOR AND COUNCIL

Meeting Minutes

Monday, August 25, 2025

6:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green and Jack Orris.

Absent: Councilmembers Jay Knerr and Shaneka Nichols

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Finance Director Natalie Saleh, Director of Public Works Jimmy Charles, Electric Utility Director Tim Lawrence, Chief of Police Arnold Downing, Mayor's Executive Administrative Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:16 PM.

1. Approval of Minutes (*Strategic Plan: DS1*):

a. Regular Session of 08.11.25

On the motion of Councilmember Orris, second by Councilmember Green, the Regular Session Minutes of 08.11.25 were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr					X
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2

2. Items for Approval:

- a. Motion 2025-49: Approve Special Event Application: 3 on 3 Basketball Tournament on 09/27/25, Calvary Pentecostal Church – Event Organizer Natoshia Owens
(*Strategic Plan: DS1, AS4; DS6, AS3*)

Event Organizer Natoshia Owens explained that the upcoming basketball tournament, hosted by Calvary Pentecostal Church, was intended as a community outreach initiative to connect residents with the church and its services. Town Administrator Mary Bohlen

reminded Ms. Owens that vehicles are not permitted to drive into the park but noted that grills could be set up in designated parking spaces, which the Town would mark with cones.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2025-49: Approve Special Event Application: 3 on 3 Basketball Tournament on 09/27/25, Calvary Pentecostal Church was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr					X
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2

b. Motion 2025-51: Monthly Bulk Pickup – Director of Public Works Jimmy Charles
(*Strategic Plan: DS4*)

Mr. Charles reported receiving increasing calls from residents requesting bulk pickups, noting the Town's current program was limited to April and November. He explained that some residents were unable to dispose of items themselves and that other municipalities offer a monthly bulk pickup option.

Mayor Tyndall inquired about the pricing, and Ms. Bohlen stated that surrounding municipalities have varying fees, including by-item charges, such as in place in Salisbury, and that the proposed \$25 fee was very reasonable. Vice President Burrell inquired about costs to the Town, and Mr. Charles confirmed the \$25 fee would cover the truck expense and time to pick up the items. Councilmember Orris asked if most of the requests occurred during the summer. Mr. Charles responded that calls came in year-round but had increased in the past 6–8 weeks.

Councilmember Orris suggested quarterly pickups as a trial. Mr. Charles questioned whether they would be free or fee-based and Councilmember Orris stated that if the purpose was data collection, the service should be free. Mayor Tyndall raised the issue of tipping fees and budget impact. Finance Director Saleh recommended eliminating free pickups entirely to keep the program consistent, as free pickups would increase fuel, tipping, and truck wear-and-tear. Mr. Charles and Mayor Tyndall agreed.

Councilmember Green supported the staff proposal but opposed removing the two free annual pickups, asking how many items would be allowed per \$25 fee. Mr. Charles confirmed four items. However, after much discussion, the Mayor and Council collectively agreed to a phased approach: beginning September 1, 2025, the \$25 monthly fee would be implemented, with free pickups as scheduled for November, paid pickup offered for December, then discontinued altogether starting January 1, 2026. Councilmember Green

stated it would be unfair to skip the last scheduled free pickup. Ms. Saleh clarified that the \$25 fee would only apply to households that scheduled a pickup.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2025-51: Monthly Bulk Pickup was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr					X
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2

- c. Motion 2025-52 County-wide Police Mutual Aid Agreement – Chief of Police Arnold Downing (*Strategic Plan: DS2, AS1; DS2, AS4*)

Chief of Police Arnold Downing discussed the County-wide Police Mutual Aid Agreement, explaining that it would allow municipalities to request assistance from each other directly, rather than seeking County approval each time. He noted this would be especially useful during large events with high tourism, as it provided jurisdictional authority and supported the enforcement of laws. Chief Downing emphasized that the agreement was the proper way to move forward. In response to Mayor Tyndall's question, he confirmed the agreement did not need to be renewed annually.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2025-52: County-wide Police Mutual Aid Agreement was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr					X
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2

3. PJM Quarterly Report – Electric Utility Director Tim Lawrence (*Strategic Plan: DS3*)

Electric Utility Director Tim Lawrence presented a report on the Town's electric utility performance for April through June, the fourth quarter of Fiscal Year 2025. He reported total energy sales of \$9,906,542 during the quarter.

As a member of AMP, the Town was charged \$423,655 for handling Berlin's electricity, while the Pennsylvania–Jersey–Maryland (PJM) Interconnection billed \$276,318. Mayor Tyndall asked about capacity or upcoming changes, and Mr. Lawrence explained that transmission charges were rising nationwide due to fossil fuel plants closing more quickly than renewable facilities were coming online, which resulted in higher costs for premium power.

The Town received a credit (ARR) from PJM totaling \$74,306. The Town's power plant recorded expenses of \$235,013 for fuel, peak shaving, lube oil, and related costs. Total power costs for the quarter were \$860,680, with an average cost per kWh sold of \$0.08688.

4. Reports: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS3; DS4*)

Town Administrator Mary Bohlen reminded the public that most Town offices will be closed on Monday, September 1 for Labor Day.

Finance Director Natalie Saleh announced that all residential electric customers in Berlin will receive a \$54 reimbursement on their next utility bill as part of the Maryland Energy Relief Bill. A note will be included on the bill, and this is a one-time reimbursement, not recurring on a monthly basis, however, she noted that a second wave of funding would be expected in February or March 2026.

5. Comments from the Public (*Strategic Plan: DS4; DS5*) – None.

6. Comments from the Council

Vice President Burrell reiterated his concerns regarding stormwater ditches, noting the issue raised at the prior meeting. Mayor Tyndall responded that staff were researching specialized equipment and resources, as the Town was not currently equipped to manage these ditches. Vice President Burrell questioned how property owners could reasonably be expected to handle them if the Town could not. Town Administrator Bohlen stated that, unfortunately, this responsibility was a part of property ownership. Vice President Burrell cautioned that this could become detrimental to the public over time.

Councilmember Orris asked about the FY26 Budget line item for the Rails to Trails carryforward. Finance Director Saleh explained that the Town had received a Worcester County grant with the stipulation of a Town match, and the budget line item reflected an open project for this purpose.

Councilmember Green raised concerns about Wi-Fi connectivity in downtown Berlin during the Farmers Market, noting vendors' difficulties completing transactions due to poor service. Discussion followed regarding a Wi-Fi booster, and Electric Utility Director Lawrence confirmed that one had been installed on Pitts Street due to this issue.

7. Comments from the Mayor's Office

Mayor Tyndall discussed the great turnout at the Driven Over Given event and reminded the public that the Farmers Market would run through October.

8. Comments from the Press – None.

9. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 7:14 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr					X
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2

Respectfully submitted,



Laura Brown
Administrative Assistant



MOTION OF THE MAYOR AND COUNCIL 2025-53

A Motion of the Mayor and Council of the Town of Berlin TO APPROVE:

1. PARTNERSHIP WITH HOPE 4 RECOVERY TO IMPLEMENT THE *RECOVERYWORKS BERLIN: OPIOID RECOVERY THROUGH EMPLOYMENT PROGRAM*; AND
2. TO APPROVE THE ALLOCATION OF NATIONAL OPIOID FUNDS TO SUPPORT THE RECOVERYWORKS BERLIN PROGRAM.

APPROVED THIS ____ DAY OF _____, 2025, BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND, BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2025, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Sara Gorfinkel, Mayor's Executive Assistant

MEETING DATE: Monday, August 25, 2025

SUBJECT: MOU Approval for RecoveryWorks Berlin with Hope 4 Recovery and Worcester Goes Purple

SUMMARY

The Town of Berlin is proud to introduce RecoveryWorks Berlin, a program dedicated to supporting individuals in recovery from substance use disorders by facilitating their reintegration into the workforce. Funded through Maryland's Opioid Restitution Fund (ORF), this initiative offers seasonal employment opportunities in collaboration with local recovery programs.

PROGRAM OBJECTIVES

- **Employment Opportunities:** Provide seasonal positions to individuals in recovery, focusing on downtown beautification and park maintenance.
- **Partnerships:** Collaborate with local recovery programs to identify eligible participants committed to their recovery journey.
- **Supervised Work Environment:** Ensure participants are supervised to maintain a supportive and structured work setting, striving to make Berlin a Recovery-Friendly Workplace.

ELIGIBILITY CRITERIA

- **Recovery Status:** Participants must be actively enrolled and in good standing with a recognized recovery program.
- **Non-Violent Background:** Individuals should have no history of violent offenses, ensuring a safe environment for all team members.

IMPLEMENTATION STRATEGY

1. **Partnership Formation:** Establish contracts with local recovery programs to source eligible candidates.
2. **Participant Selection:** Screen applicants to confirm adherence to eligibility criteria, including recovery status and background checks.
3. **Training and Orientation:** Provide necessary training to prepare participants for tasks related to beautification and maintenance projects.
4. **Supervision:** Assign experienced supervisors to oversee daily activities, offering guidance and support to participants.
5. **Continuous Monitoring:** Maintain regular communication with recovery programs to monitor participants' progress and address any concerns promptly.

FUNDING AND SUSTAINABILITY

The initiative will utilize funds allocated to Berlin from the National Opioid Restitution Fund (ORF), established to support programs addressing the opioid crisis. Between the Targeted Abatement Funds and the ORF, Berlin currently has \$20,000 available with access to more than \$30,000 in additional funds to apply to this program. These funds will cover wages, training, supervision, and administrative costs associated with the program.

EXPECTED OUTCOMES

- **Workforce Reintegration:** Facilitate the transition of individuals in recovery back into the workforce, promoting self-sufficiency and confidence.
- **Fund Utilization:** Allocation of National Opioid Funds to the RecoveryWorks Berlin Program.
- **Community Enhancement:** Improve the aesthetic appeal of downtown areas and parks, fostering community pride and engagement.
- **Supportive Environment:** Create a structured and supportive work setting that reinforces participants' recovery efforts.
- **Community Awareness:** Enhancement of Berlin's community inclusion and full participation of people in recovery in all aspects of their lives.
- **Future applications of the program:** Provide help to individuals to overcome addiction and enhance a sense of purpose and meaning.
- **Community Safety:** Prevent social issues and promote social norms.

CONCLUSION

RecoveryWorks Berlin represents a proactive approach to addressing the challenges faced by individuals in recovery. By providing meaningful employment opportunities and fostering community partnerships, the program aims to contribute to both individual well-being and community development.



MOTION OF THE MAYOR AND COUNCIL 2025-54

A Motion of the Mayor and Council of the Town of Berlin TO DECLARE THE FOLLOWING ITEMS AS SURPLUS PROPERTY AND AUTHORIZE THEIR DISPOSAL through sale or other means.

Department	Item Description	Make/Model	VIN Number	Mileage	Comments
Police	Patrol Vehicle	Ford Explorer 2002	1FM5K8AR1GGB35805	157102	No Longer Needed
Police	Patrol Vehicle	Chevy Tahoe 2014	1GNLC2E01ER1811788	108803	No Longer Needed
Police	Unmarked Vehicle	Dodge Avenger 2013	1C3CDZAGXDN748754	138179	No Longer Needed

APPROVED THIS ____ DAY OF _____, 2025, BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND, BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2025, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2025-55

A motion of the Mayor and Council of the Town of Berlin TO APPROVE THE NEW ROUTE 346 WELL TEST SITE, IMPLEMENTED BY SOMERSET WELL DRILLING CO. INC., NOT TO EXCEED THE AMOUNT OF FIFTEEN THOUSAND DOLLARS, AND ZERO CENTS (\$15,000.00) PER THE RECOMMENDATION OF DAVIS, BOWEN, & FRIEDEL.

Funding is designated in the proposed FY26 budget under Capital Outlay Equipment (20-5700-5255).

APPROVED THIS ____ DAY OF _____, 2025 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO _____ OPPOSED, WITH ____ ABSTAINING AND _____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2025 BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

CHANGE ORDER NO.: 2

Owner: Town of Berlin Owner's Project No.: 0050A002.093
 Engineer: Davis, Bowen & Friedel Inc. Engineer's Project No.: 0050A002.093
 Contractor's Project No.:
 Contractor: Somerset Well Drilling
 Project: Rt 346 Test Well – Water Capacity Management and Water Supply Improvements
 Contract Name: Rt 346 Test Well – Water Capacity Management and Water Supply Improvements
 Effective Date of Change
 Date Issued: 9/2/2025 Order: 9/2/2025

The Contract is modified as follows upon execution of this Change Order:

Description:

Mobilization, Drilling of a pilot hole on 113 Flower Street property. Collection of sieve samples, conduction of geophysical log, and development of summary and recommendation for Town review. If results are favorable, a test well will be completed under the initial mobilization. Fees associated with completion and testing of the test well will be included in a separate Change Order No. 3.

Attachments:

EX-1 - Test Well Location Exhibit.

Change in Contract Price		Change in Contract Times 45 Calendar Days	
Original Contract Price:		Original Contract Times:	
\$ 19,985.00		Substantial Completion: 8/21/25	
		Ready for final payment: 9/21/25	
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1:		[Increase] [Decrease] from previously approved Change Orders No.0 to No.0	
\$ 225.00		Substantial Completion: n/a	
		Ready for final payment: n/a	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 20,210.00		Substantial Completion: 8/21/25	
		Ready for final payment: 9/21/25	
Increase this Change Order:		Increase this Change Order: 45 days	
\$ 12,850.00		Substantial Completion: 10/5/2025	
		Ready for final payment: 11/5/2025	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 33,060.00		Substantial Completion: 10/5/2025	
		Ready for final payment: 11/5/2025	

<p>Recommended by Engineer (if required)</p> <p>By: <u>Nicholas Bradley</u></p> <p>Title: <u>Civil Engineer</u></p> <p>Date: <u>9/4/2025</u></p> <p>Authorized by Contractor</p> <p>By: <u>Matthew M. Hall, P.E.</u></p> <p>Title: <u>Project Manager</u></p>	<p>Authorized by Owner</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Approved by Funding Agency (if applicable)</p> <p>_____</p> <p>_____</p>
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Matthew M. Hall, P.E.

Digitally signed by Matthew M. Hall, P.E.
DN: c=US, e=matt@somersetwell.com, o="Somerset
Well Drilling Co., Inc.", ou="Somerset Well Drilling Co.,
Inc.", cn="Matthew M. Hall, P.E."
Date: 2025.09.04 12:19:24 -0400

Date: 09-04-25



**DAVIS
BOWEN &
FRIEDEL, INC.**

dbf

ARCHITECTS • ENGINEERS • SURVEYORS

**EASTON, MARYLAND
410.770.4744**

**MILFORD, DELAWARE
302.424.1441**

**SALISBURY, MARYLAND
410.543.9091**

**ROUTE 346 WATER SUPPLY
& TREATMENT
TOWN OF BERLIN
WORCESTER COUNTY, MD**

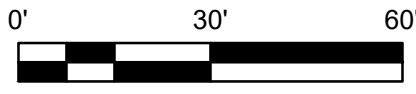
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Due:	AUGUST 2025
Scale:	1"=30'
Drawn By:	NLC
Job No.:	0050A121.A01

TEST WELL LOCATION EXHIBIT

EX-1

FLOWER STREET TEST WELL LOCATION EXHIBIT





WEST STREET ROADWAY AND UTILITIES PROJECT

PRESENTED BY:




1

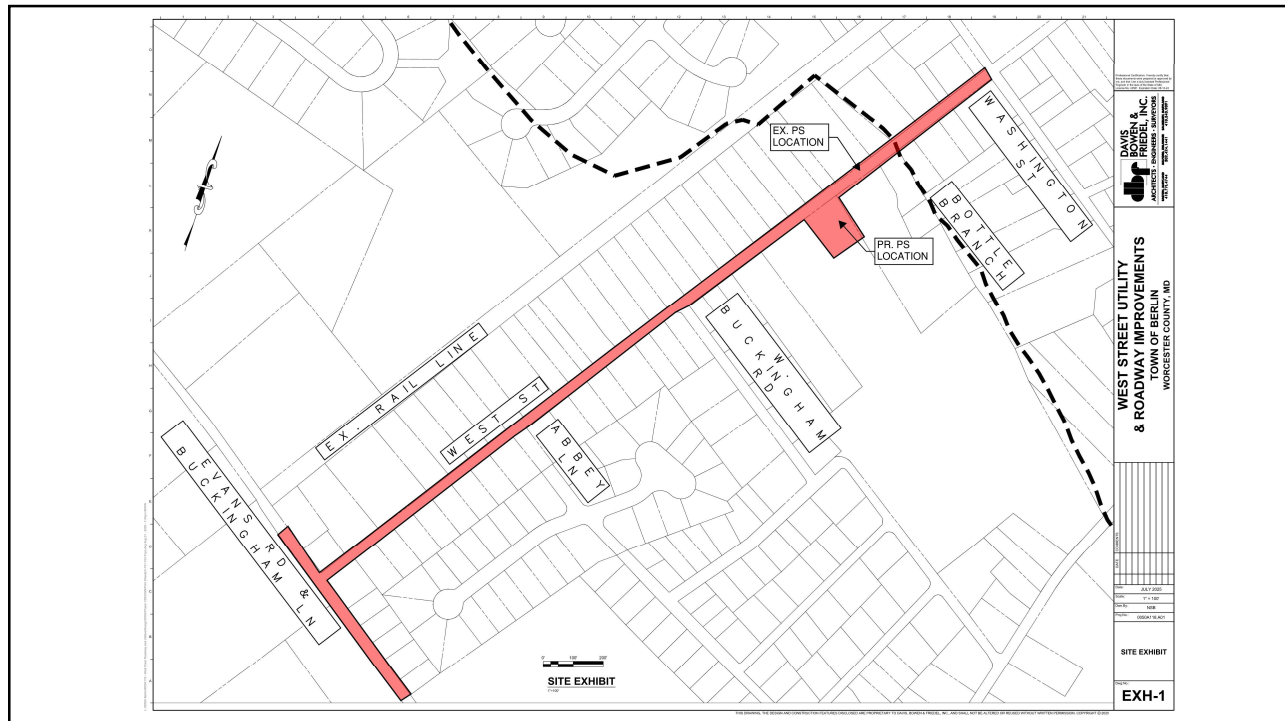
ORIGINAL SCOPE AND DESIGN GOALS

- Modify The Existing Roadway To Create A Bike Lane
- Design And Install Sidewalk Along West Street
- Relocate The Existing West Street Pump Station Out Of The Roadway
- Replace Aging Water & Sewer Utilities Within The Roadway
- Extend Water Main To Provide Service Along Buckingham Lane
- Reduce Localized Flooding Experienced Along West Street

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2

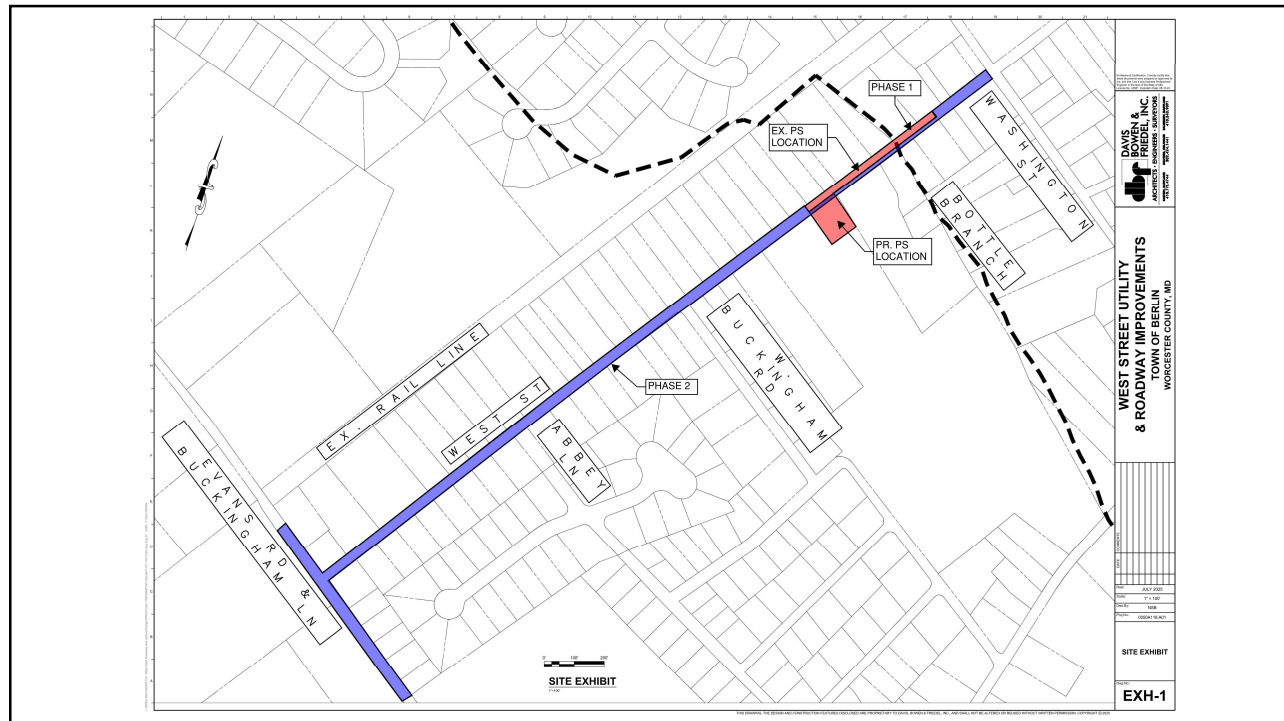


3

REVISED SCOPE / PHASING OF THE PROJECT

- Through Discussions With The Town's Staff, It Was Decided That The Project Scope Would Need To Be Revised To A Phased Plan.
- Due To Significant Increases In The Construction Cost Estimates For The Original Scope, Caused By The Anticipated Needs For Resolving The Localized Flooding Issues.
- And Due To The Rapidly Degrading State Of The Existing West Street Pump Station.

4



5

PHASE 1 – WEST STREET PUMP STATION RELOCATION

- The Existing West Street Pump Station Is Located Within The Roadway And Is Degrading At A Serious Rate. Town Staff Have Reported That They Have Been Visiting The Site Every 1-2 Weeks To Make Internal Repairs To Keep It Operational.
- An Additional Pump Station North Of Bottle Branch Will Consolidate Several Smaller Pump Stations Located Along The North End Of West Street.
- Aged Water And Sewer Utilities Will Be Replaced Within The Areas Being Disturbed By This Phase Of The Project.
- Phase 1 Is Currently In Design And Permitting.
- Phase 1 Construction Costs Are Estimated At Approximately \$1,000,000.00

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6

PHASE 2 – WEST STREET ROADWAY IMPROVEMENTS

- Upsizing Of Existing Stormwater Conveyance System.
- Acquisition Of Property To Establish Off-line Stormwater Detention Facilities.
- Replacement Of The Remaining Aged Water And Sewer Utilities.
- Installation Of Sidewalk Along The East Side Of West Street.
- Phase 2 Is Awaiting Additional Funding, And The Availability Of Properties To Establish Off-line Detention Facilities.
- A Construction Cost Estimate For Phase 2 , excluding the cost of upsizing the conveyance system, the acquisition of property for the offline detention facility, and the installation of the detention facility is approximately \$1,250,000.00

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7

REDUCING LOCALIZED FLOODING

- The West Street Stormwater Drainage Area Is Underserved By The Existing Drainage Network.
- Due To Existing Grades And Site Conditions There Is Limited Fall Available For The Conveyance Of The Runoff. This Results In Larger Pipes Being Required For Adequate Conveyance, Increasing The Cost Of The Project.
- In Addition To Upsizing The Conveyance Network, Off-line Detention Facilities For Will Need To Be Established To Improve Localized And Downstream Flooding Issues. This Would Require The Acquisition Of Property In Areas That Will Be Conducive To The Drainage Area.

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8

BIKE LANES

- A Bike Lane Along West Street Is Possible, However It Will Require The Restriction Of All On-street Parking To Allow Enough Space For Two Drive Aisles And A Bike Lane.
- The Berlin Bikeways Project Currently Proposes A Bike Path One Street To The West Of West Street. This Project Should Be Finalized Prior To The Town Deciding To Move Forward With The Creation Of A Bike Lane Along West Street To Allow For The Proper Implementation Of Bike Paths In Town.

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9

QUESTIONS

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10



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Reconnecting Communities and Neighborhoods Grant: Alternative Funding Source Poll Vote

A quorum was reached to move forward with approaching Worcester County regarding the MDOT funding opportunity. MDOT has offered Berlin \$643,000 from a repurposed 2014 earmark, unused Assateague Island funds, to replace the rescinded USDOT RCN grant. The required 20% match (\$128K) can be met using County Rails to Trails funds (\$113K) and Berlin's budgeted match (\$100K). Combined with \$250K from RCN Phase 1, these funds would advance design, investigation, and initial bridge work for the Berlin Bikeway.

Additional comments from the Councilmembers who voted in favor are included below:

- *"I vote to approve this measure; and further ask that the council receive a detailed report confirming county approval and clarifying the financial breakdown, differentiating the Berlin bikeway project from the 113 access pathway project."*
- *"I vote for pursuing the plan outlined, including ensuring the county has no issue with using the restricted funds as outlined in the email."*

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	3				2



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Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



August 28, 2025

Hon. Theodore "Ted" Elder, President
Worcester County Commissioners
1 Market Street, Room 1103
Snow Hill, Maryland 21863

President Elder,

I am writing to inform you about an exciting opportunity for the Town of Berlin. As you may be aware, the Town of Berlin was awarded a \$1.2 million Federal Highway US Department of Transportation Grant in 2024, Reconnecting Communities and Neighborhoods, Bridging 113, the Highway that Divides Berlin." Although we were able to get the first phase of \$250,000 obligated, the majority of the grant was recently rescinded. We have been working very closely with our partners at MDOT, as they are the primary grant recipient. They are already very engaged in the process and actively working on phase one, and have explored ways we could continue this project.

MDOT would like to use its Repurposing Provision for Federal Earmarks to restore \$643,000 for the Town of Berlin. This earmark will require a 20% match from the town (\$128,000). The Town would like to utilize the Rails and Trails funds granted by Worcester County for the same purpose (\$113,000) and the funding already allocated in our municipal budget (\$104,000) to continue our vital work on this project. Funding will be used for the design and feasibility of the Berlin Bikeway, which was included in the original Reconnecting Communities grant. We are excited about this opportunity to restore the funding for this critical project intended to assist with bicycle and pedestrian safety. Worcester County's support was instrumental in the Town receiving this grant initially, and your continued support is very much appreciated.

Respectfully,

Mayor Zack

Zack Tyndall MBA, NRP
Mayor, Town of Berlin



August 25, 2025 Weekly Report

Departments This Week:

Town Administration

- SAVE-THE-DATE
 - Wednesday, September 10, 5:30 PM: Planning Commission Meeting
 - Monday, September 22: Closed Session TBD; 6:00 PM Regular Session
- Active RFP's: Comprehensive Plan Update opening Friday, September 5th. Impact Development and General Fees Review and Update opening September 12th.
- General On-call Engineering and On-call Stormwater Engineering Request for Qualifications: Released this week and due October 10, 2025.
- A Digitizing Records RFP will be upcoming soon. We are still experiencing difficulties nailing down MD State Archives requirements; regardless we will need to proceed.
- Related to the above: Town Hall, Planning, and Economic Development staff will be making determinations for the use of the Visitor Center during Town Hall Renovations. With renovations anticipated to begin in December, work will begin in earnest to begin relocating and vacating staff over the next few months. As a result, it may be necessary to close offices to the public from time to time as this is undertaken.
- Multipurpose Building Demolition: Still awaiting formal notification of the Release of Funds before the bidding process can proceed. The Town and Headstart are discussing how the overall project will proceed.
- The Lead Service Line Inventory and Replacement Project is proceeding. Notifications will be going out directly to residential properties on William, Broad, and Bay Streets (William Street will be the first to proceed) and a meeting with those streets is being scheduled for later in September to be held at Buckingham (that is the intent) as we hope the turnout will exceed the capacity at Town Hall. This meeting will be to educate the property owners and residents of what the project entails and to get consent from as many as possible at that time. More to come.
- Stormwater Facilities Identification RFP is in development to be released when budget is available, likely to be timed for award at the start of FY27.
- Public Works will begin offering monthly, paid bulk collection in September and October, with free bulk collection in November, and then paid collection every month going forward after December. There was additional information in the September Berlin Bulletin.

Economic and Community Development

- The Berlin Christmas Parade work starts now: Fielding multiple inquiries about entering, etc.
- Arranging for a variety of promotions for downtown including the pumpkin scavenger hunt for the month of October
- Designed the Holiday Rack Card
- Assisting the chamber on upcoming events and their 2026 event schedule
- Finalizing Oktoberfest details
- Awarded Façade Grant check to Decatur Investments for their Berlin Furniture Warehouse project

- Completed final reports and grant paperwork for our DHCD Grant and Maryland State Arts Council grant
- Reviewed artist proposal for new mural – will present to HDC in October

Electric

- Meter, Solar & Demand Reads.
- North Main Street-Completed 750 primary underground project.
- Rt 113 & Burley Street-Replace rotten utility poles.
- Various Locations-Weed Control.
- Maple Ave-Install AMI Meters.
- Circuit 210-Pole Top Maintenance.
- Power Plant-Fall Engine Maintenance.
- Cedar Ave-Scheduled Outage-Customer Upgrade.

Finance Director

Continues to work on:

- FY 2025 Audit preparation, planning, confirmations. Reports for auditors. Account reviews.
- FY 2025 end-of-year performance. Review actual vs budgeted, purchase orders and encumbrances.
- FY 2025 capital projects for fixed assets recording inventory records.
- ChargePoint station contract review and billing reconciliations.
- Tyler's new server migration and discussion on the possibility On Cloud hosting.
- Grants, water loans, public works bond, electric AMI meters bond.
- Opioid settlements, outstanding plan, and questions. Program implementation with Hope 4 Recovery.
- Bank accounts review, collateral coverage, and interest rates changes.
- CDA Bond paperwork, closing paperwork, first expenditures, and draws.
- Delinquent accounts review.
- Public Service Commissioner's reports and submissions, PCA calculations – Michelle.
- DBF invoices review and processing.
- EA invoices review and processing.
- Credit card payments and processing.
- Bank reconciliations and journal entries – Melissa.
- Electric rate study paperwork and necessary reports for evaluation.
- Working with Booth and Assoc-in process.
- Water and electric meter readings- Michelle.
- Smart metering project planning and Tyler integration.
- Check processing and credit card payments, review registers, checks, and the Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- New department positions. Employees' training.
- Closing of FY 2025 steps and procedures.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting.

Human Resources Department

- Completed the onboarding process for the new Customer Service Representative, Josephine McGraw, on 08/11/25.
- Extended an offer of employment for the Permit Coordinator position. Kaitlin Ahlers accepted and will be starting on 09/08/25.

- Created questions for the Chief Plant Operator interviews which are scheduled for later this week.
- LGIT sent the appraiser and engineer out to visit the Franklin Ave. water tower on 08/20/25. They assessed the site and will be sending their findings to LGIT shortly. LGIT will then notify me of the coverage amounts.
- Processed payroll and all related reports on 08/11/25 and 08/25/25.
- Updating - a few areas of the handbook, which will be presented to the Mayor and Council upon completion.
- Submitted all required documents in preparation for the PKS audit, they will likely follow up for supplemental information when on-site.
- Submitted all required documentation for the Chesapeake Employer's Insurance Audit.
- Recertified sick leave balances for Carolyn Duffy for State Retirement.
- Save the dates:
 - Employee Narcan training: 09/16/25.
- Open positions:
 - Chief Plant Operator - Wastewater
 - Police Communications Officer - Police
 - Police Officer - Police

Planning Department

- Preparing for the next Historic District Commission meeting scheduled for 9/3/25 – 3 cases.
- Preparing for the next Planning Commission meeting 9/10/25 – 2 cases tentatively.
- Received permits for 1 shed, 3 excavations, 2 fence, 2 repairs, 2 alterations, 3 new builds, 2 contractor licenses.
- Released permits for 1 alteration, 1 addition, 1 excavation
- Issued Corrective Action letters for 1 exterior violation, 2 interior violations, 1 overgrowth over the sidewalk, 1 door tag for inoperable vehicle, removed 9 advertising signs, 1 verbal warning regarding illegal sign.
- Created data for parking map.
- Reviewing rental property information to create a data layer for rentals/businesses.

Police Department

- 8/22, The Berlin Police Department hosted their 32nd Golf Tournament at Eagles Landing Golf Course with 28 teams.
- 8/23, The Berlin Police Department assisted with the Chili Pepper Festival.
- 8/25, The Berlin Police Department hosted the monthly Apartment Manager's meeting. A/Cpl Bratten coordinated the meeting. It was learned that Willows (312 Maple Ave) has changed management companies and will change to a part-time on-site manager.
- 8/27, A/Cpl Bratten completed the annual qualification of the Worcester County Fire Marshal's Office staff
- Collisions – 5
- Arrest – 3

Public Works

- We have had our first registration for paid monthly bulk pickup to take place on 9/10. We anticipate payment this week and believe this will be an effective way to operate our bulk pickup collection going forward.

- Parker Gillis completed his Eagle Scout project, replacing the foot bridges around the pond at SDP. We are very pleased with the effort Parker and his group put into the project, and very pleased with the finished product.
- Our playground inspections were completed last week, and the total number of issues between both playgrounds went down from 67 to 50. PW is already working on making necessary repairs and replacements to ensure our playgrounds stay safe for all users.
- PW will provide crewing, traffic control, and trash collection for the upcoming Small Town Block Party on 9/6.
- Trash and recycling collection continues as normal.
- Grass cutting and maintenance in parks and town-owned areas continues as well.

Water Resources

- Worked on LSRL spreadsheet.
- Cleaned 346E Lift Station.
- Fixed meter on Broad St.
- Pressed Sludge.
- Hill's Electric came to trouble shoot 346W Lift Station.
- Replaced floats and gaskets at West St Lift Station.
- Installed High Tide Modem upgrades.
- Cut grass.
- Replaced sludge pump.



Check Run Report
will be posted when available.